

AQUATIC COORDINATOR

365

DEPARTMENT: Community Services/Recreation

NATURE OF WORK:

Performs responsible professional work assisting the Senior Aquatic Coordinator in managing, supervising, and operating all aquatic facilities for the Division of Parks and Recreation. Plans, organizes, and supervises aquatic programs offered at a variety of locations throughout the James City County/Williamsburg area. Responsible for County-wide aquatic programming with emphasis at the Recreational Center and Upper County Park. Work is performed under the general supervision of the Senior Aquatic Coordinator.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists in the operation and maintenance of the pool filtration and chlorination; maintains standards of pool safety and sanitation.

Supervises activities and staffing of Lifeguards and instructors on duty. Assists in the scheduling, supervision, and evaluation of Lifeguard and aquatic volunteers as assigned.

Plans, initiates, organizes, directs, supervises, and evaluates instructional swimming programs, special events, and other aquatic programs.

Negotiates contracts with instructors and assigns all aquatic programs to underlying staff.

Initiates contractual payments and refunds.

Monitors programs in operation; evaluates participation and attendance, effectiveness of personnel, problems and needs, and takes appropriate action or makes necessary recommendations for action.

Assists in the development and implementation of training program for aquatic staff.

Prepares and submits daily records to include attendance, sanitation, operations, and rescues and assists, accidents, and first aid. Maintains statistical data on pool use, payroll, and promotional efforts in all Aquatic activities.

Compiles and maintains program reports.

Reports potential hazards or unsafe conditions to the Senior Aquatic Coordinator or Center Administrator.

Assists in development and management of the Aquatics budget.

Requisitions and maintain an inventory of chemicals, class materials, and pool supplies.

Coordinates with community groups, agencies, and special interest groups to provide a diverse aquatic program for all County citizens.

Assists in the development of and scheduling of all training for Division staff in the areas of Bloodborne Pathogens, Hazardous Communication, First-Aid, CPR, and any other related area of training.

Coordinates with other Division staff the scheduling of training sessions on a monthly basis.

Interprets department and County policies and regulations to aquatic staff and the public.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Maintains order at aquatic facilities through enforcement of policies, rules, and regulations.

Performs related work as required.

Performs maintenance and sanitation tasks as required.

Assumes the duty of instructor lifeguard as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in the pool and aquatics area of the Recreation Center. Operates mechanical equipment related to pool filtration system. Requires exposure to hazardous chemicals. Requires the ability to perform first aid and rescue operations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles, practices, and application of lifesaving and first-aid, and CPR techniques.

Considerable knowledge of swimming pool operation including sanitation, maintenance, filtration, purification, and safety.

Ability to work harmoniously with pool staff, patrons, and the public while firmly enforcing regulations.

Ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation, Physical Education, or related field with emphasis on aquatics, and some experience in aquatic leadership, including experience in pool sanitation, chemical balancing, filtration, and whirlpool maintenance; or any equivalent combination of acceptable education and years of experience in the field providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a current certifications in the following:

American Red Cross Lifeguarding

Water Safety Instructor Certificate

First-Aid and CPR

Certified Pool Operator or Aquatic Facility Operator

Prefer certifications in CPR and First-Aid Instruction and Lifeguarding Instruction.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Aquatic Coordinator Position Number 365
Department Community Services Division Parks and Recreation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☒ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☒ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuousl
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓			✓		
Sit					✓			✓	
Walk				✓				✓	
Run	✓								

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☒ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- ☒ Essential to job function: These characteristics are necessary (Check all that apply)
☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

***VII. Driving:* The ability to transfer or convey in a vehicle.**

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			